

ASSESSMENT REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

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1. Introduction

- 1.1 Welcome to the Academic Regulations for the Conduct of Examinations. These rules, which form part of the Assessment Regulations for Undergraduate and Postgraduate Taught Courses, ensure fairness and integrity in the conduct of examinations. Here's what you need to know:
- 1.2 Examinations at our University are defined as timed assessments held in specific locations, following detailed instructions. Whether it's a traditional exam, open book assessment, midterm test, or in-class exam, adherence to these regulations is crucial. Exams held on campus strictly follow these rules, while off-campus exams may have specific variations communicated before the start.
- 1.3 To maintain a smooth and fair exam experience, students must follow instructions from invigilators at all times. It is essential that you bring your campus card for identification. If you forget it, bring another official photo ID like a passport or driver's licence. Failure to provide proper identification may result in exclusion from the exam by the Senior Invigilator.
- 1.4 The University operates a zero-tolerance policy with respect to behavioural disruption and cheating in any form of examination. Where the University considers that there is evidence of disruption to the examination or cheating, in any form, this will be referred for consideration under the Student Conduct procedures and assessment disciplinary action may be taken.

2. Entering and Leaving the Examination Room

- 2.1 Here are the rules regarding entering, leaving, and conduct in the examination room:
 - a) **Examination Room Access:** You can enter the examination room up to fifteen minutes before the exam starts.
 - b) **When Entering the Exam Room:**
 - Please enter the room in silence

- Make sure all phones and devices are fully switched off, including any alarm functions
 - Remove any revision notes or other items from your pockets and place them with your personal belongings. Put your coats, bags, books, notes and any other unauthorised materials in the designated area before you go to your seat. You must carry your student ID card, pens, and pencils to your desk in your hands.
 - Authorised calculators are only allowed when stated in the exam paper rubric.
 - If you have been allocated a dedicated seat number you must sit in it.
- a) **Late Entry:** If you arrive later than thirty minutes after the exam starts, you won't be allowed to enter.
 - b) **No Re-entry:** Once an exam has started, you can't enter if another student has already left.
 - c) **Leaving During Exam:** Except for illness or with the invigilator's permission, you must stay in the exam room until thirty minutes after it starts. Leaving without permission means you've withdrawn from the exam.
 - d) **Last Thirty Minutes:** Normally, you can't leave in the last thirty minutes. However, in computer aided assessment or exceptional cases, you can with the invigilator's approval, leaving quietly.
 - e) **Early Exit:** If you need to leave early, get the invigilator's attention and leave quietly.
 - f) **Returning Materials:** Before leaving, hand in all used and unused answer books or records of assessment.
 - g) **Clean Up:** Take all your belongings and rubbish with you when you leave.

These rules ensure exams run smoothly for everyone. If you have any questions, ask your invigilator for help.

3. Starting and Ending Examinations

3.1 Here are the rules regarding starting, stopping and conduct during the examination:

- a) **Starting the Exam:** Wait for the invigilator to instruct you before beginning the examination.
- b) **Identifying your work:** You will be provided with an examination answer book or coursework cover sheet with a fold over adhesive flap. You must record your name on the top right-hand corner of the book/sheet and obscure this information by sealing the fold-over flap. You must also identify yourself on the answer book or cover sheet by means of your Student Number, which is on your Student Campus Card.
- c) **Stopping Work:** Immediately stop working when instructed by the invigilator. If you arrive late, you must still finish at the scheduled end time as directed by the invigilator.
- d) **Online Exams:**
 - Please be aware that you must not view the computer screen of other students during the exam, this constitutes an assessment offence.
 - Click the button to login and enter your details, once in navigate to your course and locate the exam. Please raise your hand if you have any problems.
 - Remember to save your answers as you go. You can change and re-save your answers at any time. If your computer has any problems, any unsaved answers may be lost permanently.
 - In the case of technical problems we may have to move you to another PC. If problems persist at alternative PCs, then we may have to defer your assessment to an alternative date. Please be aware you will not be moved PCs more than twice.
 - You will be automatically timed out at the end of the assessment.
- e) **Remaining Seated:** Stay seated in silence until all answer scripts or assessment records have been collected and you are given permission to leave.

4. Examination Stationery and Materials

4.1 Here are the rules concerning examination stationery and materials:

- a) **Use of Answer Books and Additional Sheets:** All work, including rough work, must be written in the provided answer books or on relevant paper if answer books are not supplied. Additional sheets such as graph paper or drawings must be clearly marked with your Student Number and attached to your answer book or assessment record.
- b) **Returning Answer Books:** Answer books must be handed to the invigilator upon request.
- c) **Security of Answer Books:** Pages cannot be removed from answer books, and answer books or assessment records cannot be taken out of the examination room.
- d) **Use of Provided Materials:** Mathematical tables, charts, and similar aids provided by the University must remain in the examination room and cannot be removed.
- e) **Permitted Aids:** Before each exam, you will be informed about which aids, like calculators or notes, are allowed. You may not use mobile phones, smart watches, or any device that can store or transmit information unless specified otherwise. Using unauthorised aids is considered an assessment offence.
- f) **Translation Dictionaries:** In modules where language proficiency isn't directly assessed, non-native English speakers may use a translation dictionary if approved by the Module Coordinator. The dictionary will be checked before the exam starts to ensure it's not marked or altered in any way. Electronic dictionaries are not allowed, and extra time for their use is not permitted.
- g) **Inspection by Invigilators:** Invigilators have the right to inspect any materials or items in the exam room or in a student's possession at any time during the exam.

5. Behaviour During Examinations

5.1 Finally, here are the rules on behaviour during the exam. Any such actions which contravene these rules will be considered a breach and an assessment offence, and may result in assessment disciplinary action:

- a) **Silence and Conduct:** Throughout the entire examination, maintain silence except when requesting additional answer books. Persistent disturbance to other students may result in exclusion from the examination.
- b) **Food and Drinks in the Examination Room:** You are allowed to bring drinking water into the examination room. No other food or drink is permitted, except for medical reasons.
- c) **Communication Rules:** During the examination, you must not communicate with anyone other than an invigilator.
- d) **Documents Allowed:** You should only bring documents required for the examination's purpose. Unnecessary documents are prohibited.
- e) **Mobile Devices:** All mobile phones and devices must be turned off throughout the entire examination.
- f) **Computer Aided Assessment:** In computer aided assessments, invigilators will specify the approved software and any restrictions. No other software is permitted during the assessment.
- g) **Viewing Other Screens:** During computer-based examinations, you must not view or attempt to view other students' computer screens.

6. Avoiding Academic Malpractice

Every student must follow these rules and regulations during exams and assessments. We have methods to detect where you are not meeting these expectations, including for online assessments. Violation of these rules will be investigated under the University's Student

Conduct Policy, which may result in penalties that could affect your academic progression.

It is essential that you adhere to the following:

- **Original Work:** The answers you provide must be your own work; by submitting your answers you confirm that they are your own work.
- **Independent Completion:** You must complete the exam or assessment independently and not confer with anyone during it.
- **No Copying:** You must not make copies of any exam questions (either written or screenshot).
- **Confidentiality:** You must not share the details of an assessment or your answers with anyone.
- **No Screen Viewing:** You must not view the computer screens of others.
- **No Disruptive Behaviour:** You must not disrupt the exam in any way through disruptive behaviour
- **No Unauthorised Assistance** You must not approach, ask or pay anyone to help you with an assessment.
- **No Unauthorised Equipment or Materials:** You must not use any unauthorised equipment, books, notes, or other materials during the exam or assessment.

7 Action by Invigilators on Discovery of an Assessment Offence

7.1 If an invigilator suspects that you have committed an assessment offence during an examination, for paper-based assessments, they will:

- Draw a line across the cover of the answer book and note the time when the suspected offence was discovered.
- Sign their name at this point and remove the answer book(s) from your desk.
- Provide you with a fresh answer book to continue the examination, finishing at the scheduled time.

7.2 The Senior Invigilator will notify your Head of School about the suspected assessment offence after the examination.

- 7.3 If you are undertaking a computer-aided examination, and are suspected of committing an assessment offence, this includes viewing other students' screens, the Invigilator will record the type or pattern of your behaviour, and will record the time the suspected offence was discovered. The Invigilator will also record the section or question you were working on when this was observed.
- 7.4 The Invigilator will ask you to step outside of the examination venue to speak to you about what they have observed. You should return quietly to your exam and complete it within the remaining allocated time. No additional time will be granted.
- 7.5 All suspected cases of assessment offences, including behavioural disruptions, will be reported to the Head of School to be considered under the Student Conduct Policy.

8. Illness

- 8.1 If you feel unwell during an examination, it's important to inform the invigilator immediately.
- 8.2 You may temporarily leave the examination room due to illness or for reasons approved by the invigilator. A university staff member will accompany you during your absence. If you return to complete the examination, you will not be eligible to submit a claim for extenuating circumstances.
- 8.3 If you cannot continue due to illness or believe your examination performance has been impacted, you should leave the examination room. The invigilator will note the time of your departure on your answer book or assessment record. Following the examination, you must submit a request for extenuating circumstances. If you leave the examination due to illness and submit such a request, your examination mark will be recorded as zero.
- 8.4 In adhering to these regulations, we aim to ensure a fair and smooth environment for all students during examinations. Your compliance with these rules contributes to upholding academic integrity and fairness throughout the assessment process. Should

you have any questions or require clarification on any aspect of these regulations, please contact Myport@port.ac.uk

9 Remote Examination

- 9.1 A remote examination is an examination which is not campus based, meaning that it is not taken place in a face to face format, either within University buildings, premises hired for assessments or overseas venues engaged by the University for the purpose of examinations. Remote examinations may include but are not limited to open book or take-home examinations, standard time limited examinations and time limited examinations taken within a defined submission window.
- 9.2 Remote examinations are subject to the same expectations with regard to academic integrity as those undertaken on campus. The work submitted by you must be entirely your own and may not use answers or content provided wholly or in part by others. You must not share any information or discuss any aspect of the examination questions with others during the assessment window for the examination.
- Remote, non-invigilated examinations will by their nature adopt a different format from those undertaken in closed examination conditions in recognition of the potential for collusion or other forms of academic misconduct.

